



Franklin County Parks and Recreation
Field/Facility Supervisor
Job Description

General Definition of Work

This individual performs responsible work in a public setting involving supervision of an assigned facility. Performs duties that will provide a safe and healthy atmosphere for players, spectators, parents, officials and volunteers that are present. This position is also responsible to see that the facilities are maintained during the course of the activity.

Work is performed under the supervision of the Recreation Program Manager or his/her designee. Work will be on a part-time basis related to various sports seasons. The average workload will be 10-15 hours per week.

Typical Tasks

- Maintains a safe environment for participants and spectators
- Communicates and works closely with other co-workers, volunteers, officials, and members of the general public.
- Uses tact and courtesy when communicating with the public. Serves as the Recreation Department's ambassador to participants and spectators.
- Assists game officials in maintaining a positive and supportive environment that encourages growth, development, and good sportsmanship.
- Provides accurate and detailed written documentation of incidents involving conduct by spectators, coaches or participants.
- Collects scorecards and appropriate paperwork and delivers them to the designated drop off location.
- Arrives at the facility at least thirty minutes prior to the start of the scheduled game and is the last to secure the facility and make sure everyone leaves safely.
- Completes accident reports on all accidents that occur at the assigned facility and delivers them to the Recreation Programs Manager or his/her designee.
- Controls lighted facilities by turning on and off lights as needed.
- Polices the area to ensure general cleanliness.
- Remains highly visible throughout the event by walking the grounds and interacting with the spectators, participants and volunteers.
- Maintains an appearance reflective of the Recreation Department's professionalism.
- Communicates a consistent message emphasizing the value of good sportsmanship and safe participation.
- Is a full partner with the Recreation Department's fulltime staff in the delivery of high quality public recreation.

Knowledge, Skills and Abilities

Basic knowledge of the appropriate sport(s) involved. Ability to work well with others, manage and address conflicts and maintain a positive environment for participants and spectators. Outstanding conflict resolution skills are critical. Must be able to effectively communicate orally and in writing. Outstanding customer service skills are mandatory. Must pass a criminal background history check.

Education and Experience

Any combination of education and experience equivalent to graduation from high school, combined with experience in working with the public. Must possess a current Virginia Driver's License. Must be at least 21 years of age. Rate of pay is \$8.00-\$10.00 per hour based on experience and qualifications.